

NAGE
MAY 2016

4/19/2016 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <ul style="list-style-type: none"> 4 Day Supervisory Prep Day 1 –NAGE office Effective Business Writing- Westborough Excel Intermediate- Canton Excel Intermediate- Boston 	3 <ul style="list-style-type: none"> Public Speaking Workshop-Tewksbury Word Intermediate – Boston Excel Advanced- Wrentham 	4 <ul style="list-style-type: none"> Word Intermediate- Boston Word Advanced- Wrentham Access Beginners- Tewksbury 	5 <ul style="list-style-type: none"> PowerPoint Intermediate- Waltham Access Beginners- Tewksbury 	6 <ul style="list-style-type: none"> CyberSafe- Boston Excel Intermediate- Canton 	7
8 Mother's Day	9 <ul style="list-style-type: none"> Access Beginners- Tewksbury Excel Intermediate - Canton 	10 <ul style="list-style-type: none"> Word Advanced- Northampton Interviewing Skills- Malden Access Beginners- Tewksbury 	11 <ul style="list-style-type: none"> Access Intermediate- Boston 	12 <ul style="list-style-type: none"> Access Intermediate- Boston Effective Communications- Framingham Dealing with Difficult People- Boston Access Intermediate- Wrentham 	13 <ul style="list-style-type: none"> Access Intermediate- Wrentham Introduction to PC/MassCareers/Tale o - Waltham 	14
15	16 <ul style="list-style-type: none"> 4 Day Supervisory Prep Day 2 –NAGE office Effective Meetings- Tewksbury Effective Communications- Springfield Defusing Hostile Situations- Northampton PowerPoint Beginners-Wrentham Access Beginners-1 Ashburton Place, Boston 	17 <ul style="list-style-type: none"> CyberSafe-Canton Excel Intermediate- Northampton Access Beginners- Boston PC Lab 	18 <ul style="list-style-type: none"> Excel Advanced- Tewksbury Excel Intermediate -Boston 	19 <ul style="list-style-type: none"> PowerPoint Beginners- Tewksbury Excel Intermediate - Boston 	20	21
22	23 <ul style="list-style-type: none"> 4 Day Supervisory Prep Day 3 –NAGE office Dealing with Diff. People-Framingham Excel Beginners- Wrentham Excel Beginners – 1 Ashburton Place- Boston 	24 <ul style="list-style-type: none"> 4 Day Supervisory Prep Day 4 –NAGE office 	25 <ul style="list-style-type: none"> Word Advanced- Boston Dealing with Difficult People-1 Ashburton Place, Boston 	26 <ul style="list-style-type: none"> Excel Advanced- Tewksbury Access Beginners – Waltham 	27 <ul style="list-style-type: none"> Word Advanced- Waltham Access Beginners – Waltham 	28
29	30 Memorial Day	31 <ul style="list-style-type: none"> Word Advanced- Waltham Comp TIA Cloud +- 19 Staniford Street, Boston 				